

FAQs for Employer website

I received this letter regarding START. What do I do now?

Once START goes live, the current methods of reporting monthly wage and service information via paper, KRSPay4, and diskette will no longer be offered. Your agency needs to determine how it will report once **START** goes-live—via file submission or through web self-service.

- If your agency chooses to report **by file** (recommended for employers with over 100 employees), then provide your IT department or third party file provider with the employer contribution record layout located at <http://kyret.ky.gov/employer/reporting> to begin programming changes.
- If your agency chooses to report **by self-service** (recommended for employers with less than 100 employees), then review the employer contribution record layout for the new fields that will also be required to be reported via online submission.
- If **unsure** how your agency will report once **START** is implemented, **START** Orientation meetings will be held beginning in late October to review the new reporting methods. At these meetings, you will receive a sneak peek of the Employer Self-Service functionality.

Does **START** impact other areas of my agency?

The degree of impact to each agency will differ depending on the organizational structure and size of the agency. It is likely **START** will have an impact on payroll, human resources and IT divisions.

How will **START** benefit employers?

- Greater ease in correcting erroneous payroll records
- Automatic invoicing for debits/credits
- Employer Self-Service file submission on the internet via a secure site
- Automatic enrollment of new employees
- Report of all payment types on a single report (no supplemental report)
- Multiple unit numbers reported on a single file
- All employees (hazardous and nonhazardous) reported on a single file
- Reduction of duplicate requests for information
- Reduction of many forms
- Those who report via web self-service will receive corrections to member information in real-time.
- **Long Term Benefit: Employee payroll research requests will diminish since data will be more accurate and reliable moving forward**

How does the Employer Reporting process differ through START from the current process?

The three pieces of employer reporting (Detail Data, Summary Information, and Contributions) currently submitted to KRS will continue to be required through **START** Employer Reporting.

Currently, in the legacy system, each employer submits the following to KRS on a semi-monthly or monthly basis:

- **Detail Data** – currently submitted on diskette, compact disk, paper, and secure FTP. The detail contains only 7 fields.
- **Summary Information** – currently submitted on paper. This represents the totals of the salary, employee contributions (including HIC and IPS payments), and employer contributions associated with the monthly report. The salary and employee contribution amounts should match the totals reported on the Detail Data.
- **Contributions** – currently submitted via paper check or wire transfer/ACH transactions

In **START**, each employer will submit the following to KRS on a **monthly** basis:

- **Detail Data** – The detail contains over 50 fields and will be submitted through the secure online self-service site or via secure FTP.
- **Summary Information** – This represents the totals of salary, employee contributions, and employer contributions associated with the monthly report. The salary and employee contribution amounts should match the totals reported on the Detail Data.
 - If the employer generates the data file, the employer contribution totals (by retirement plan) must be calculated accurately by the employer's file generation program. These totals will need to be entered on Employer Self-Service as part of the employer report submission.
 - If the employer 'keys' the data through Employer Self-Service, the Summary Information will be calculated automatically based on the detail data 'keyed' by the employer. The employer will then submit the summary.
- **Contributions** – The reporting of funds (actual money associated with the contributions) may be transmitted electronically. Auto-debit will be a new feature available to all. Contributions (along with the Detail Data and Summary Information) are still due at KRS by the 10th of the month following the month being reported.

What is the time frame for implementing these changes?

For those employers planning to report via **file**, a minimum of six months will be allotted for development after the initial release of the contribution record layout. A testing period will follow the six-month development period, which is also planned to continue for a minimum of six months. A file must pass the testing and certification procedures of KRS before an employer will be permitted to report via submission of an electronic file. More information regarding the testing period will be sent at a later date.

START will go-live following the development and testing periods.

After reviewing the Employer Contribution Record Layout, I noticed that the new monthly report requires more employee information than the current monthly report. Why?

Capturing the additional information through the monthly report accomplishes multiple goals:

- Decreases need for manual completion of forms by employers
- Ensures compliance with state and federal laws and regulations
- Decreases payroll research requests for employers

Why will I have to report non-participating employees through **START when they are not eligible to participate?**

You will NOT report contributions for non-participating employees, only data. KRS will use this data to monitor for compliance and alert the agency when an employee in a non-participating position is about to exceed the limitations of that non-participating position (for example, when a seasonal employee is about to exceed the allowed 9 months, the agency will be notified). Some non-participating positions are eligible to be purchased by the employee if the employee begins participation with KRS. KRS will have captured this information through the monthly report, which eliminates the need for the reporting official to verify the service at a later date.

The new file layout has a field for Member ID. Where do I find this?

To increase security for our members, KRS will be shifting away from the use of the Social Security number as the main identifier and will issue Member IDs to all active members and retirees. Member IDs for existing members will be able to be downloaded from the Employer Self-Service site, while Member IDs for new members will be provided by KRS following the setup of the new member's account.

The new employer contribution record layout does not have a field for employer contribution amounts. Where do I find these amounts?

With the employer contribution record layout, the Detail Data submission does not contain the employer contributions per record. The employer must be able to calculate the total employer contributions on the submission and summarize the totals by retirement plan. The employer contribution amount totals will be reported through the Summary Information on the Employer Self Service site. The Summary Information will allow employers to enter the employee contribution amount and employer contribution amount for each retirement plan code.

For those employers who choose to report through via self-service, the employer contribution amounts will be automatically calculated.

If I use the Employer Self- Service to enter the detail data for the monthly report, will the data from my current report be pre-populated on self-service at go-live?

The first month you enter data in self-service, some of the data will be pre-populated. The rest of the information will have to be manually entered. Following the initial month, you will only have to update the fields that need changes.

When entering a new employee, you will have to manually enter all the required data. However, if the employee is already a member of KRS, some of the fields will populate upon you entering the Social Security number.

What if my agency is undecided whether to use the employer contribution record layout or self-service for reporting through **START?**

START Orientation meetings will be held across the Commonwealth to present an overview of the new employer reporting methods. All employers are strongly encouraged to attend. Meeting schedules will be in the KRS September newsletter and posted online at <http://kyret.ky.gov>. Once you decide which **START** Orientation meeting you will attend, please register online for that meeting.

Should other agency staff attend the **START Orientation meetings?**

Yes, it would be beneficial if appropriate staff from the payroll, human resources and IT divisions in your agency attended the orientation meetings.

Will the new methods of reporting be tested prior to being required?

Yes. A file will have to pass the testing and certification procedures of KRS before an employer will be permitted to report via submission of an electronic file. Also, some employers may be asked to help test the Employer Self Service reporting features.

Will training on reporting through **START be offered?**

Prior to go-live of the **START** system, employers will be asked to verify which method of reporting they will use, then to attend the corresponding training session. Training sessions will be held at various locations around the Commonwealth. A schedule will be sent to all reporting officials when available.

How will the **START project communicate with employers and solicit feedback?**

Communication is a vital component to the success of **START** and KRS is committed to providing the right information at the right time to effectively meet participants' needs. Possible vehicles the **START** project may use to communicate and solicit feedback are:

- KRS web site: <http://kyret.ky.gov/employer/reporting>.
- Surveys
- Focus Groups
- Conferences
- KRS Newsletter
- **START** Orientation Meetings